

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, February 27, 2017

Board Members Present: S. King (by phone), B. Clancy, J. Mitchell, L. Franke, R. Osgood,

Others Present: D. Zadnik, A. Nizzia, C. Maricque, J. Driessen

Call to Order – The meeting was called to order by Vice Chair B. Clancy at 3:30 PM.

1. Action Item: Approval of January 16, 2017 Board Minutes

Motion made by J. MITCHELL, seconded by L. FRANKE, that the minutes from the January 16, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

2. Action Item: Approval of Agenda

Motion made by J. MITCHELL, seconded by R. OSGOOD, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Donations

Motion made by R. OSGOOD, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Payment of Bills

Motion made by L. FRANKE, seconded by J. MITCHELL, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

C. Maricque asked if there were any questions regarding the payments of bills. The first transit of categorical aide payments were made to districts that paid their tuition bills.

5. Action Item: Financial Report

L. Franke asked why there were two budget columns on the expenditure report. C. Maricque indicated that the first column was the annual budget and the second was an estimated budget as of 12-31-16.

Motion made by J. MITCHELL, seconded by L. FRANKE, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Staff Salary Increases 2016-17

D. Zadnik reviewed the proposed 2% increase for teachers and therapists which is consistent with the increases provided to other staff earlier in the school year. The increase will be retroactive to the beginning of the school year. An additional \$7,000 in total will be distributed to staff who have been at the school for 3-6 years that are still at the entry level. When Act 10 was enacted, it allowed schools to move from the salary schedules that outlines past teacher increases. These teachers are making the same as first year teachers because they have only

received cost of living increases and the starting level has increased each time with the cost of living. Finally, an increase was requested for an aide that is making substantially less than other aides hired during the same time period.

Motion made by J. MITCHELL, seconded by R. OSGOOD, that the staff salary increases for the 2016-17 school year be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Student Information System

WI DPI is requiring all schools to implement a student informational system to allow student information to be electronically uploaded to the State WISEdata collection system. Since BCCDEB does not have a student information system in place, DPI required a memorandum of understanding be signed that required a system to be implemented by July 1, 2017. Infinite Campus provided the lowest qualified bid. Infinite Campus is one of the top student information systems. The system was cost effective and provided the best opportunity to implement improvements to the school student tracking system. Although the system is being implemented due to the State's requirement, it will provide many useful tools for the staff and administration.

Question was raised whether charter and private schools are required to implement a student system. Charter schools are required to implement a system. Walworth County CDEB already has a student tracking system and will also be reporting electronically to WISEdata.

Motion made by L. FRANKE, seconded by R. OSGOOD, that the contract with Infinite Campus for the 2017-18 school year be approved. (\$9,713.75). MOTION CARRIED UNANIMOUSLY.

8. Action Item: Staffing

Deb Koehler submitted her resignation. She will be retiring after the 2016-17 school year. D. Zadnik discussed her dedicated service and highlighted that she has accomplished many things for the CDEB and implemented new beneficial programs.

Motion made by J. MITCHELL, seconded by R. OSGOOD, that the retirement of Deborah Koehler at the conclusion of the 2016-17 school year be accepted. MOTION CARRIED UNANIMOUSLY.

9. Discussion Item: Excess Courtyard Funds

The Sensory Courtyard capital account currently has \$200,000 and there are still \$176,000 in pledges. The completed project came in at about \$1.43 million which was less than the expected \$1.8. These savings were due the electrical and project management work being donated. The BCCDEB has an obligation to ensure the funds are spent as the donor intended. Due to the large balance, donors may be willing relax the restrictions of the funds and allow for other capital/maintenance needs of the school. Prior to any funds being requested to be used for other purposed, the maintenance requirements of the Sensory Courtyard will need to be reviewed. The funds will remain in a capital maintenance fund for the Sensory Courtyard until the topic can be reviewed further. The discussion was tabled until

March when more information could be provided.

10. Discussion Item: Administrators' Report

Administrative staff is currently working on the 2017-18 budget.

A part-time employee is cleaning the school once per week. This individual has given her resignation notice, so the cleaning needs of the school need to be addressed. The school should have daily cleaning and D. Zadnik requested that the board allow a request for cleaning service quotes be sent out. Board members agreed that this was important. The quotes will be brought back to the March meeting for approval.

The administrative staff have been set-up on the County network. The new part of the building has been wired for the transfer and the remaining wings will be completed by the end of March.

Staff that required certification completed CPR training. On February 24th, staff received Non-violent Crisis Intervention training. School was cancelled for student that day due to weather, so the training was moved to earlier in the day which allowed for two more hours of training.

The Spaghetti Dinner is March 9, 2017. This week is Dr. Seuss week and we are continuing with the Random Acts of Kindness. There have also been many tours for the next school year, including teachers from other schools using their professional development days to tour our school. R. Osgood also mentioned that students from St. Norbert College have taken tours at Syble Hopp and thanked Abbie for her time.

B. Clancy asked what the method was to notify parents that school was cancelled. Abbie described the system used with Remind 101 that provided text alerts and alerts to news stations. In addition, contact is made directly to Medivan and staff that have long distances to travel due to their early start.

11. Discussion Item: Parent Organization Report

The Winter Blast was another successful evening. Many staff attended and the parents that put on the event did a tremendous job. The event was held at the Marq this year. Preliminary numbers indicate that the event raised over \$35,000 in profit.

A. Nizzia attended Parents in Partnership (PIP). PIP is a leadership development opportunity for parents with children with disabilities. The parents sign-up for five events per year. There are two families from Syble Hopp that participate who are also very involved in Syble Hopp. It is great that the parents are active and are empowering themselves by getting more information. A presenter from Disability Rights provided good insight and A. Nizzia indicated that she agreed with much of his information. She asked him to speak at Syble Hopp and let him know that she agreed with much of his presentation even though that they are many times on opposite sides. A. Nizzia thought it may be a good time to share our school and successes with the Disabilities Rights of WI.

12. Discussion Item: Administrator Search Update

Executive Connect is currently reviewing the list of applicants and plan to review the potential applicants the end of March.

13. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(e) to discuss future retiree insurance, donor issue

Motion made by J. MITCHELL, seconded by R. OSGOOD, to move to Executive Session. Motion carried. MOTION CARRIED UNANIMOUSLY.

Returned to open session at 4:45 PM.

Motion made by J. MITCHELL, seconded by R. OSGOOD, to have Administration draft a policy to transfer retiree sick leave balances to a VEBA account at retirement that is consistent with the prior teacher contract language for insurance escrow that included only providing the benefit until the retiree reached 65.

14. Action Item: Adjournment

Motion made by J. MITCHELL, seconded by R. OSGOOD, to adjourn at 4:47 PM. MOTION CARRIED UNANIMOUSLY.